

April 28, 2003

Attention: All Prospective Proposers

Subject: JPL Request for Proposal (RFP) Number WP-564774

This Transmittal introduces the RFP for Duplicating/Reproduction Services Support. The Jet Propulsion Laboratory invites your organization to submit a proposal for to provide duplicating/reproduction, bindery services, and document distribution at JPL's main Facility, located at 4800 Oak Grove Drive, Pasadena, CA 91109 and at an off-site Facility provided by your organization.

The Contract resulting from this RFP will be Fixed-Price. Proposers will provide detailed plans for fulfilling the requirements contained in the RFP, and it is anticipated that the detailed plans submitted by the successful proposer will be incorporated into the Contract. The anticipated Contract Period of Performance, assuming all options are exercised, is five (5) years.

This RFP is being issued in electronic format, and individual paper copies of the RFP will *not* be mailed individual to proposers. One paper copy of the complete RFP, including Specimen Contract, will be available for review at the JPLs Main Facility in the Visitor Control, Building 249. Arrangements to review the paper copy of the RFP may be made by contacting William Puga, the cognizant Contract Negotiator, at (818) 354-1786, or Margo Kuhn, the Business Opportunities Representative, at (818) 354-5722. If you are interested in submitting a proposal, you are strongly encouraged to contact the cognizant Contract Negotiator and provide your email address for inclusion on comprehensive proposer's email address list. *All communications pertaining to this RFP, including any and all addenda, will be sent electronically to the email address list and posted to the JPL Repro RFP web site and will not be mailed to the individual proposers.*

All proposers are advised that JPL actively promotes the participation of small businesses (SB), small disadvantaged businesses (SDB), women-owned businesses (WOB), and hub zone businesses (HZB) in its procurements.

All proposers are advised that the Service Contract Act is applicable to this effort.

For planning purposes, it is strongly suggested that all proposers advise JPL whether or not they intend to submit a proposal by Wednesday, May 7, 2003. Compliance with this request is voluntary and failure to comply will not disqualify your organization from consideration.

To facilitate the timely evaluation of Proposals, JPL also requests that all proposers submit the Past Performance portion of their Proposal (Volume II) no later than May 14, 2003. Compliance with this request is **Mandatory**, as JPL will, by random drawing, establish the date and time that each proposer will be expected to make its Oral presentation to JPL in accordance with Section 2.2 Oral Presentation, of the RFP.

JPL will advise proposers of their scheduled presentation date in writing, no later than close of business (COB) on Friday, May 16, 2003.

The Oral Proposal material, which constitutes the balance of the written response to this RFP, is due no later than 3:00 PM, on Friday, May 30, 2003. All proposers are cautioned to read Section 4, Late Proposals, of the RFP. *Except as specified, JPL will not accept written proposal material received at any time after the due date and time.*

All questions and comments regarding this RFP shall be directed to the cognizant Contract Negotiator, William Puga, at (818) 354-1786, or by email at william.puga@jpl.nasa.gov. All responses to questions and comments shall be provided in written form as formal RFP Addenda to the Proposers email address list and the JPL Repro RFP website.

Sincerely,

William Puga
Contract Negotiator
Jet Propulsion Laboratory